

11-4A

Sampling:

Splitting a Sample into Parts

Objective

Split a Sample into Parts

Overview

The following information regarding splitting parts is important to remember:

- ♦ A sample cannot be split into parts until it is received.
- ♦ A sample can be split into multiple parts that may need to be tracked separately. However, when a sample is authorized, all parts associated with that sample are authorized.
- ♦ There is no automated relationship between the status of a part and the status of a sample. For example, if a sample part has a status of **Does Not Meet Specs**, the status of the sample upon authorization could be **Approved For Use**.
- ♦ **Part Id(s)** must be unique within a sample.
- ♦ A part cannot be forwarded until it is received by M&T or by a Divisional QA Lab.
- ♦ In order to split a sample into parts, the **Review Sample Details** window must be open to that sample.

The Parts Tab

Step 1: With the **Review Sample Details** window open to the sample you want to split into parts, click the **Parts** tab.

Step 2:  Click the **Insert** button on the toolbar.

A blank row displays:




Step 3: Enter the identifier you want to use for this part in the *Part Id* field.

Step 4: Enter a description of the part in the *Part Description* field.

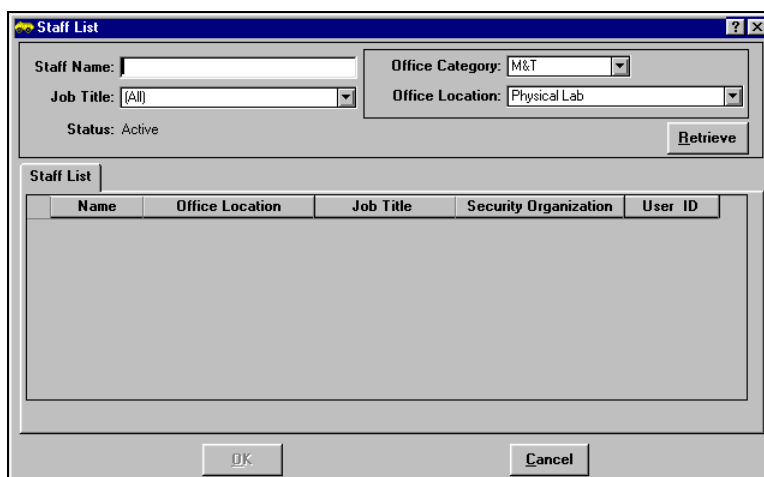
Sending a Notification


Step 5: If you do not want to send a notification to a staff member about this part, proceed to the next **Step**.

If you want to send a notification to a staff member about the creation of this part:

- 1  Click the **staff** button at the right of the **Staff To Notify** field.

The **Staff List** window displays.



Note:  For definitions of the fields in this window, click the **Question Mark** button in the upper right corner of the window; then click the field for which you wish to view a definition.

- 2 If you want to display only certain job titles, select these from the *Job Title* field list box.

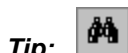
Note: By default, the staff members whose names display in the window are those associated with your office location.

- 3 To select a staff member from another location, select the location from the *Office Location* field list box.

- 4 Click **Retrieve** to display a list of staff members:

Name	Office Location	Job Title	Security Organization	User ID
BURKE, STEPH	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	sburke
CORDLE, VICT	Physical Lab	Lab Supervisor	M&T Raleigh - Physical Lab	ocordle
DOWDY, LEMU	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	ldowdy
DUBEAU, MICH	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	mdubeau
Etnridge, Jim	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	jetnridge
FRAGNITO, J	Physical Lab	Physical Testing Engineer	M&T Raleigh - Physical Lab	jfragnito
HABIB, JAWDA	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	jhabib
PEOPLES, CHIF	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	cpeoples
STANCIL, WAY	Physical Lab	Lab Technician	M&T Raleigh - Physical Lab	wstancil

- 5 Locate the applicable staff member using the scroll bar on the right side of the window if necessary.




Tip: Click the **Find** button on the toolbar or choose **Find** from the right-click menu to access the **Find** window.

Wild cards may be used to search. They are '*' and '?'. The '*' will match any number of characters whereas the '?' will match only one character. Ex. 1?" CON*

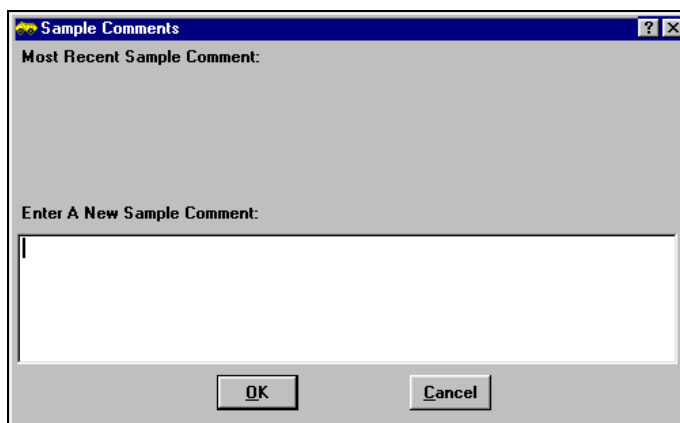
1. From the drop-down list, select the field you want to search. Choices include: Last Name, Office Location, Job Title, Security Organization, and User ID.
 2. In the **Find** field, enter the text to locate.
 3. Select appropriate **Find Options**.
 4. Click the **OK** button to begin the search.
- 6 Select the row containing the desired staff member.
- 7 Click **OK**.

HiCAMS returns to the **Parts** tab of the **Review Sample Details** window. The name of the selected staff member displays in the *Staff To Notify* field.

Adding Comments

Step 6:  To add comments to the sample part, click the **notepad** button at the right of the selected part.

The **Sample Comments** window displays:



Step 7: Enter comments for the sample part being adding.

Note: Comments are limited to 240 characters, including spaces and all forms of punctuation.


Step 8: Click **OK**.

Splitting into Additional Parts

Step 9: To split the sample into additional parts, repeat the steps above.

Deleting Parts

Step 10:  To delete a part, click the **Delete** button on the toolbar.

Step 11:  Once the sample has been split into the appropriate parts, click the **Save** button on the toolbar.